



## Information Sheet

### How to obtain a Commercial Business License

If you are interested in obtaining a Commercial Business License, you need fill out and submit a business license application.

#### **Application**

The application is self-explanatory. When the application is filled out and submitted, the first process is to have the City Planner or designee check to see if this type of business can be in the building. Once the City Planner or designee has signed off on the license, a life safety inspection needs to be performed on the building for life/safety reasons. The inspection will be performed

and evaluated by our Fire Marshal, Building Inspector and our Building Official for final approval. First we need to see if the lot meets requirements to ensure that it is legal. These items include size, zone, side-yards and setbacks. There are procedural requirements to modify the shape of a lot or divide a lot from existing property. You should contact the Brigham City Community Development Division for the correct information.

The City will need to know if you will be building on an undeveloped or developed lot.

Undeveloped lots may not have water, sewer and electrical laterals brought to the lot. You or the seller will be responsible to install these laterals. This issue is usually negotiated with the sale of the land.

Developed lots have utilities stubbed into the lot. This is typical for a developed subdivision and the cost has been figured into the cost of the lot. It is the homebuilder's responsibility to continue the water and sewer laterals into the home during construction. These utilities need to be inspected by the applicable department before covering.

#### **Plans**

Two copies of the plans must be submitted with a building permit application, which may be obtained from the City. The plans must include:

- a plot plan,
- Floor plan of each floor,
- Wall section drawings showing materials, spacing and size,
- Elevation drawings,
- Model energy code calculation sheet
- And any other information that will assist the builder and inspection department during the construction.

These plans will be reviewed and comments attached to avoid code violations during construction. This process usually takes about two weeks. Occasionally there are structural issues that do not comply with the Building Code, which may result in making modifications to the plan or having the plan reviewed and stamped by a structural engineer to ensure structural safety.

### **Permit Costs**

Building permit costs depend on a variety of factors such as size of home, size of water and sewer services, if the electrical is overhead or underground etc. The typically cost is between \$7,500 and \$8,500 for the entire permit, including inspection fees, utility connection fees and impact fees.

There is a \$500 deposit I held in the name of the General Contractor of Record. This is refunded to the general contractor when the work is completed to code specifications.

### **Miscellaneous Information**

Other items that need to be considered are:

- Two weeks are needed for the City to review the plans and prepare the permit.
- 24 hour notice is required for all inspections (both inside and outside the home).
- Anyone working on the home is a licensed contractor or owner of the home.
- A licensed bonded contractor has been secured to do the drive

approach, sidewalk or other work in the public right-of-way.

- All work is inspected before it is covered.
- Utilities will be billed in the name of the general contractor until the owner changes the billing with the City at the billing department.
- City Offices are open Mon.-Fri., 8:00-5:00, except holidays. Phone messages may be left after hours.

### **Who to Contact**

Building Official 734-6616

Building Inspector 734-6618

To Schedule Inspection:

- 734-6615
- 734-6604

Planner 734-6603

Associate Planner 734-6619

Water 723-1482

Waste Treatment 723-3146

Streets 723-5273

Electrical 734-6623

Fire Marshal 723-4071